

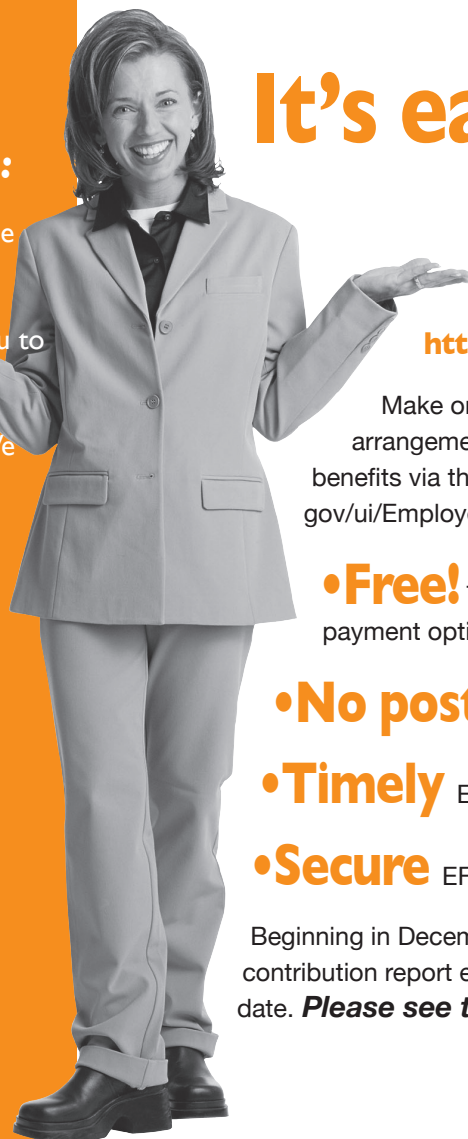


employer advisor

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It's easy *and* hassle free!

Yes, you can easily pay Unemployment Contributions online for free! Just use your existing checking or savings account to pay quarterly unemployment contributions when you file your report at <https://app.jobs.utah.gov/ui/Employer/Login.aspx>.

Make online payments securely and quickly without any special banking arrangements. Use your existing bank account to take advantage of these benefits via the Unemployment Contributions web site at <https://app.jobs.utah.gov/ui/Employer/Login.aspx>.

• **Free!** There is no charge to use the online Electronic Funds Transfer (EFT) payment option.

• **No postage costs**—your online payment is processed the same day.

• **Timely** EFT payments help avoid late penalties and fees.

• **Secure** EFT payments avoid lost checks.

Beginning in December, you may use the new variable payment date option to file your contribution report early and schedule a payment for any day before the quarter due date. ***Please see the other side to learn more about EFT options.***

Partnering with You to Improve Services

We're working harder than ever to provide excellent service. To improve customer service, Department of Workforce Services (DWS) employees will be contacting more employers by telephone to verify information. This is part of a statewide effort to provide faster service and decrease the amount of time customers have to wait for their benefits. These telephone contacts will also save you paperwork and postage costs.

DWS provides many services to our customers, including public assistance programs, on-the-job placements, and

unemployment insurance. Since a customer could qualify for several of our services, you may receive more than one call from us regarding the same customer.

With your cooperation in providing employment information, we can issue benefits to customers more quickly. Your employees who receive our services can focus on their work performance instead of worrying about meeting their basic needs. We are excited to offer this extra service to our customers and look forward to partnering with you in an effort to better serve our community.



You spoke... and We Listened!

Many of you responded to the survey we sent to employers last quarter. Responding to your requests, we are happy to provide more information about the EFT payment options.

For background, the Unemployment Contributions web site allows all employers to securely and quickly pay online using their existing bank account at no additional cost.

You can take advantage of this system in two easy ways.

- **First**, after reporting your wages and taxes, the system displays the total amount due. Next, it allows you to choose from a drop down box either the EFT or the coupon payment option. After you select the EFT option, the screen asks you to indicate the account type (checking or savings), account number, routing number, account holder name, authorized by and payment amount (please see the sample screen below).

You simply input this information and click on the green “continue” button. The site will take you to a confirmation page to verify the information and payment. With one more click, you will quickly and securely file your report and payment without postage costs!

- **Second**, you may use the Electronic Fund Transfer option to pay an amount owing at any time without filing a report. From the web site’s “Employer Account options” page, simply click on the “make a payment” link. This will take you directly to a payment screen. Employing the same steps outlined above, you can easily make a payment from your existing bank account without additional fees or postage costs.

- **In addition**, reviewing your payment and contributions filing history is as simple as two clicks. By selecting the “Employer Account Options” link followed by the “Account Profile” link, you can see a detailed history of your Unemployment contributions filings as well as payments.

<https://app.jobs.utah.gov/ui/Employer/Login.aspx>



The screenshot shows the 'Make A Payment' page. At the top, it says 'Department of Workforce Services' and 'Utah's Job Connection'. On the left is a navigation menu with links like 'Home', 'New Hire Reporting', 'Tax Reporting', 'Register An Employer', and 'Employer Account Options'. The main content area has a 'Make A Payment' heading. Below it, there's a message: 'If you have a balance due, you can pay it here using an EFT transaction or you can generate a payment coupon to pay by check. This screen is not used to file tax reports.' There's a 'Select Account:' dropdown menu showing 'YOUR COMPANY HERE (123456-7)' and an 'Add Employer...' link. Below that, the 'Account Balance' is \$1,724.33. The 'Payment Method' section has radio buttons for 'Coupon' and 'EFT', with 'EFT' selected. Under 'Account Type', 'Checking' is selected. There are input fields for 'Account #', 'Routing #', 'Account Holder Name', 'Authorized By', and 'Payment Amount'. A 'Continue' button is at the bottom right. A checkbox 'Save this information for future use.' is also present.



GLOBAL NEEDS.
LOCAL SOLUTIONS.



Extended hours to serve you better:

As of August 4, 2008, our office hours are
Monday-Thursday 7:00 am to 6:00 pm
Closed Fridays

More than 800 government services are available to you by visiting www.utah.gov